

~~SECRET~~
~~SECURITY INFORMATION~~

MODEL TERMS OF REFERENCE FOR SUBCOMMITTEES
OF THE ECONOMIC INTELLIGENCE COMMITTEE

(Approved by EIC 20 Dec 1951)

A. MEMBERSHIP

1. The Economic Intelligence Committee, in accordance with its terms of reference set forth in IAC-D-22/1 (revised), 29 May 1951, has established a Subcommittee on which shall sit representatives of the IAC Agencies as approved by the Economic Intelligence Committee.

2. Representatives of other government agencies may participate as associate members of the subcommittee upon approval of the EIC.

B. ORGANIZATION

1. The Chairman of the Subcommittee shall be designated by the EIC and shall serve for such period of time as determined by the EIC.

2. The Central Intelligence Agency shall supply the permanent secretariat.

3. The Subcommittee may set up such working groups as may be necessary to carry out any of its assigned functions.

C. SUBJECT MATTER SCOPE

(Insert as appropriate for particular subcommittee)

D. FUNCTIONS

1. The Subcommittee shall maintain a continuing review of the foreign economic intelligence in the field of _____ to identify important gaps and deficiencies in the collective knowledge of the US Government, and to this end shall:

~~SECRET~~

~~SECRET~~

a. Periodically survey the total intelligence needs of the US Government in this field and maintain appropriate records of such needs.

b. Maintain a current record of the intelligence in this field which is now available or which is scheduled for production by the various agencies of the US Government or by external research sources.

c. Examine the data and analyses in the field of and advise the EIC in regard to the pertinence, extent and quality of the available intelligence.

2. The Subcommittee shall assist in eliminating the gaps in intelligence in this field by:

a. Developing outlines for projects designed to provide the intelligence which is lacking.

b. Recommending to the EIC for appropriate action i) the priority of research projects designed to fill major gaps, ii) the allocation of responsibilities among Government agencies for the preparation of such analyses with due consideration to available facilities and personnel, and iii) the assignment, where appropriate, of such projects or parts thereof to outside institutions under external research programs.

3. The Subcommittee shall advise the EIC regarding the adequacy of information in the field of _____ and in this connection shall:

a. Recommend to the EIC, in cooperation with the Subcommittee on Requirements and Facilities for Collation, priority requirements for the collection of information on _____.

b. Cooperate with the Subcommittee on Requirements and Facilities for Collation in i) indexing literature on Soviet _____, particularly that available in the US Government; ii) processing and collating data on _____ in a manner which will make such data readily accessible to the intelligence community (e.g. machine records, indexing, etc.); and iii) determining the scope, coverage and location of information registers (biographic, industrial plants, etc.) and rationalizing their utilization.

4. The Subcommittee shall, when requested by the EIC, coordinate and arrange the necessary intelligence support for such intelligence reports in the field of _____ as may be allocated among the IAC agencies.

~~SECRET~~

~~SECRET~~

5. The Subcommittee shall assist the EIC in performing any functions assigned to the EIC which apply to foreign economic intelligence in the field of

a. It shall examine the US Government agencies' fundamental research in the field relating to the national security and recommend to the EIC for appropriate action the allocation of responsibilities for basic research in this field.

b. When directed by the EIC, it shall prepare economic intelligence reports in the field of

E. OPERATING PROCEDURES

1. The Subcommittee shall provide all members of the EIC with a copy of agenda and minutes of its meetings.

2. Reports and recommendations which have been approved by a majority vote of the Subcommittee (one vote per member organization or agency) may be transmitted to the EIC without comment, but in case of dissent the transmittal must be accompanied by an appropriate statement advising the EIC of such dissent.

~~SECRET~~